

Department of Public Instruction (DPI), University of Wisconsin-Superior, University of Wisconsin-La Crosse, Milwaukee Public Library, Wisconsin Historical Society and University of Wisconsin-Madison Libraries

**Great Lakes Marine History Project
Capture, Metadata Input, Indexing, Delivery and Archiving of Maritime Images**

**Memorandum of Agreement
By and Between Participating Agencies**

INTRODUCTION:

The Department of Public Instruction has allocated Library Services and Technology Act funds to sponsor a collaborative project to digitize Great Lakes Marine History information held in selected Wisconsin libraries.

The major goal of the project is to develop a planning, collaboration, and implementation process that can be used by other libraries in Wisconsin to plan and carry out digitization projects.

In this project, materials of various formats will be contributed by participating libraries for purposes of developing and implementing a demonstration website and database for the search and retrieval of the digital images and text objects contained in the website.

The purpose of this Memorandum of Agreement (MOA) is to define the parameters of a limited-term partnership between the Department of Public Instruction (DPI), University of Wisconsin-Superior, University of Wisconsin-La Crosse, Milwaukee Public Library, Wisconsin Historical Society and the UW-Madison Libraries to carry out the design and implementation of this project. Additions of material beyond the scope of the content described above will require new Memoranda of Understanding or Addenda to this Agreement

RESPONSIBILITIES:**Department of Public Instruction will:**

1. Administer grant funding for the project.
2. Convene meetings of the collaborative partners.
3. Document issues, decisions and processes related to the project.
4. Provide reports to the DPI Library Information Technology Committee, the UW-Madison Libraries' Digital Steering Committee, and representatives of each contributing organization.
5. Allocate funding to the UW-Madison Libraries for the digitization of selected materials in a variety of formats.
6. Allocate funding to the UW-Madison Libraries for the design, implementation and storage of a multimedia SiteSearch database (and its associated digital objects) as required to deliver the project via the web.
7. Allocate funding to the UW-Madison Libraries for the development of a web gateway to the SiteSearch database.
8. Input metadata for digital objects in accordance with UW-Madison's metadata guidelines for image projects using TagGen software (<http://www.library.wisc.edu:4000/dept/ltg/DigiLib/db/DBDataDictionary.html>).
9. Develop an information tool kit, publication, or web site, which provides Wisconsin library personnel information on the digitalization process.
10. Provide contributing partners with a complete copy of the project metadata files for use in local database creation.
11. Provide legal resources necessary to work through any intellectual property, copyright, or licensing issues that may be encountered in the course of this project.

University of Wisconsin-Madison Libraries will:

1. Consult on the issues, steps, and decisions involved in the digitization process.
2. Consult on the use of appropriate technology for the project.
3. Provide hardware, software and staff resources to capture up to 2000 images with minimal image enhancement (brightness and/or contrast adjustments). Materials to be digitized will be unique resources provided from the collections of project participant libraries. UW-Madison staff will provide for the security of the loaned materials while at their site and during the digitization process.
4. Advise on the development of TagGen records for purposes of metadata entry using UW-Madison's minimum level Dublin Core (DC) metadata scheme for fixed images (<http://www.library.wisc.edu:4000/dept/ltg/DigiLib/db/DBDataDictionary.html>). The records will be delivered to the UW-Madison Libraries in a tagged XML format to be determined by DPI and UW-Madison Libraries.
5. Assist in documenting issues, decisions, and processes.
6. Design and develop a series of web pages for promoting and providing access to the database. This includes the design and development of all html pages and graphic design needed for a splash page, copyright page, and about file. If the web site is not completed by the time \$1000 is expended, the UW-Madison Libraries and DPI will decide jointly how to proceed, in consultation with the other project participant libraries.
7. Design, develop, implement and host a SiteSearch database to provide access to project materials.
8. Provide:
 - a) Server space and technical expertise at a cost not to exceed \$10,000.
 - b) The licensed 3rd party software necessary to operate the project web site, so long as it is operated by the UW-Madison Libraries.

- c) Web site support and maintenance for the duration of the project (hereby agreed to as a term of five years from today).
9. Provide contributing partners with high-resolution master images provided by said partner. Make a good faith effort to complete the work described on or before December 31, 2001.
10. Retain master and backup copies of such derived images from contributed project participants as are incorporated into the database and website.
11. UW-Madison Libraries will maintain an archival copy of high resolution master images created for this project or return high resolution master images to contributing organization if said organization so desires. Masters archived by UW-Madison Libraries will be used for disaster recovery purposes only.

The **Wisconsin Historical Society, Milwaukee Public Library, UW-Superior, and UW-La Crosse Libraries** agree to carry out the following activities:

1. Consult with project team on matters of selection and cataloging of project materials
2. Deliver objects to UW-Madison Libraries for purposes of digitization
3. Provide descriptive information for metadata for each contributed object – metadata will be input by DPI staff.
4. Provide legal resources necessary to work through any intellectual property, copyright, or licensing issues that may be encountered in the course of this project in relation to materials provided from their respective collections.
5. In the event that a participating institution chooses to retain their own original high resolution master images, said institution will retain original and backup copies and make these available to UW-Madison Libraries for purposes of disaster recovery. Said images would be used by UW-Madison Libraries only for the purpose of re-creating the derivatives necessary to restore the resource.
6. Provide feedback on the design and development of the electronic resource.

Rights Issues:

The University of Wisconsin-Madison Libraries enter into this agreement with the understanding that all images related to this project are either in the public domain or that contributing institutions have secured permission to use said images within the context of the project.

Each of the contributing participants reserve the following rights in perpetuity: 1) to share all derived project images freely via the World Wide Web as part of the proposed web site; 2) to provide access to project derivative images in the context of any cross database searching capabilities developed by any participant; 3) to add, at its own expense, and in consultation with other project participants, relevant material that will not be included during this phase of the project.

Each participating institution that contributes items for digitization will retain exclusive ownership of the master images for the items contributed for the project. If necessary, the masters will be provided to UW-Madison to be used to reconstruct derivatives to ensure that the Wisconsin library community has continued free, web access to project materials.

The UW-Madison Libraries and DPI will ensure that derivative project images are delivered to the public with the contributor information/identity included in the metadata for each object. Said metadata will be displayed to the end user with corresponding images.

Contributing partners are eligible to receive a single, high-resolution copy of each image they contribute to the project. These images may be used by the contributing institutions for their own purposes. UW-Madison Libraries will retain high-resolution masters only if so desired by contributing institutions.

Project participants will make no attempts to provide access to project images for items owned by other participants for monetary gain, nor provide free access to these images for other uses beyond the scope of this project without first securing permission from the owning library.

Any republishing of project images by other than the library that owns the original contributed item, in another web site, in CD/DVD or other electronic format, or in print format, is prohibited without the prior approval of the owning library.

Any right to sell or or redistribute images resulting from this project are retained by the contributing library, and are subject to the owning library's policies and fees.

COOPERATION AND INFORMATION EXCHANGE

DPI and the UW-Madison Libraries will cooperate to ensure steady and expeditious progress toward completion of the Great Lakes Maritime image database. All parties will freely and promptly exchange information pertaining to the project with each other. All parties will accommodate site visits and information requests from the other, as necessary.

SIGNATURES

I, the undersigned, agree to the terms of a limited-term project partnership as stated in this Memorandum of Agreement, dated _____.

Name of participating organization

Name of organization representative

Title of organization representative

Note: Return to Sally Drew, Reference and Loan Library, 2109 South Stoughton Road, Madison, WI.